



**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

	CURRENT STATUS (As of June 1, 2006)		PROGRESS Third Quarter, FY 2006	COMMENTS
Initiative: HUMAN CAPITAL Bureau Lead: Mary Ann McFate Ruben Pedroza	 Color Yellow Next ↑ est. by (9/30/2006)	Comprehensive human capital plan X developed, etc. on (2-2002; 6-2003; 6-2004; 3-2005; 5-2005) (G) X results analyzed & used (11-2002; 3-2003; 7-2004; 1-2005; 7-2005; 10-2005) (G) Organizational structures X current structure analyzed and restructuring begun (2-2002) (G) X structure optimized & addressing future challenges (8-2004) (G) Succession strategies X implemented (6/2004) (G) __ continuously updated talent pool assured (1/2007) (Y) Performance appraisal plans adhere to merit system principles, etc. X SES & mgrs. (2/2006) (G) X 60%+ of agency (2/2006) (G) Under representation X implemented strategies to address (10/2005) (G) X reduced & established process to sustain diversity (10/2005) (G) Skill gaps X workforce planning system implemented (12/2005) (G) X identify and set competency targets (G) (7/2005) X significant reduction in mission critical gaps (12/2005) (G) X met competency gap targets (G) (12/2005) Hiring timelines reduced X collects data & sets standard (10/2005) (G) X on track to meet goals (G) Accountability system and reviews __ system developed (Q4 FY06) (Y) X conducts reviews & takes corrective action (11/2005; 1-2006) (G) __ provided annual report	 Color Green Actions taken this quarter: Comprehensive human capital plan (Tab 1) <ul style="list-style-type: none"> Refined Status Binder that documents work completed towards achievement of "8 Standards for Success"; Status Binder is in DMAIC format (Define; Measure; Analyze; Implement; Control), which will enable us to more easily track and achieve our goals. Organizational structures (Tab 2) <ul style="list-style-type: none"> Continued to communicate Supervisory Ratio checklist procedure to HR Specialists and customers. Succession strategies (Tab 3) <ul style="list-style-type: none"> Developed and implemented a mandatory Supervisory Certification Program In order to more effectively and efficiently build a leadership talent pool. Created list of number of likely leadership losses (retirement eligible) for the next 5-years. Gathered documents describing "Best Practice" succession strategies. Gathering data from ITA (not customers) on leadership competencies required to achieve long-term strategic goals (Training Needs Analysis – in Tab 6) Coordinating Career Fair at Florida International University Implemented a Supervisory Certificate Program. Coordinating attendance at LULAC conference. Drafted a succession strategy plan to ensure leadership candidate pool has required leadership competencies and recruitment strategies are maximizing our leadership outreach capabilities. ITA OHRM is participating in the Postsecondary Intern Program (PIP) as a pipeline to attract and recruit college students for the Student Career Experience Program (SCEP). ITA OHRM continues to encourage program unit managers to hire PIP interns into entry-level positions. Performance appraisal plans adhere to merit system principles, etc. (Tab 4) <ul style="list-style-type: none"> Communicated to Rating Officials Performance Management Guidance on Mid-Term Progress Reviews. Implemented the Department's Performance Management Tracking System (PMTS) and designed and created an eForm for tracking results. Implemented a Standard Operating Procedure on the Employee Performance File (EPF) so that rating officials are aware of the required documents to be kept in the EPF including records retention and disposition. 	OMB/OPM desired assistance None Risks and Barriers Transition of upper leadership <ul style="list-style-type: none"> ITA Admin's top spots are vacant. The ITA OHRM HR Officer vacancy has been filled. He starts on June 12. We must fill the remaining leadership spots. The hiring freeze, accompanied by the buyout, has created significant knowledge gaps. As ITA continues to build and refine its competency models, ITA will continue to narrow and close the skills gaps. The review of all Official Personnel Files is critical so that ITA is in compliance with OPM audit item discussions. OPF review is targeted for completion the end of Q3 06. This will allow ITA to prepare to implement EHRI initiative of e-OPF.

President's Management Agenda INTERNATIONAL TRADE ADMINISTRATION

CURRENT STATUS (As of June 1, 2006)		PROGRESS Third Quarter, FY 2006	COMMENTS
		<p>Under representation (Tab 5)</p> <ul style="list-style-type: none"> Coordinating a visit from a Department of Labor employee to brief hiring managers on the benefits of hiring veterans. Contacting Historically Black Colleges and Universities (HBCUs) and Hispanic institutions to communicate open vacancies (using QuickHire diversity feature – no paper documentation). Communicated Hispanic under-representation to ITA leadership and hiring managers. Created performance metric to track diversity within PBViews; data has been gathered and entered into PBViews for 2nd Q 06. Attended 2006 Presidential Management Fellow (PMF) Career Fair. Interviewed and selected 4 minority PMFs and 1 Veteran. Hired a total of 6 PMFs. Communicated to ITA management monthly Diversity data by updating the ITA Diversity Web site. . The website provides analyzed data and information to hiring managers that will assist them in making more informed diversity hiring decisions. Coordinating Career Fair at Florida International University. Coordinating attendance at the LULAC. Coordinating a visit from a Department of Labor employee to brief hiring managers on the benefits of hiring veterans. <p>Skill gaps (Tab 6)</p> <ul style="list-style-type: none"> Developed and implemented a mandatory Supervisory Certification Program In order to more effectively and efficiently build a leadership talent pool. Created Strategic Competency Model Matrixes for ITA series to identify gaps and assist in closing competency gaps. Met with customers throughout ITA to refine competency models. Communicated to HR Specialists the importance of creating more marketable vacancies by removing jargon and acronyms. Revised and streamlined vacancy announcements by creating a standard vacancy template. Trained new staff regarding specialized experience and qualifications requirements on all vacancy announcements. Conducted an OHRM Customer Service Workshop. Attended 2006 PMF Career Fair and hired 6 PMFs. <p>Hiring timelines reduced (Tab 7)</p> <ul style="list-style-type: none"> Communicated the importance of entering data into STM 	

**President's Management Agenda
INTERNATIONAL TRADE ADMINISTRATION**

CURRENT STATUS (As of June 1, 2006)			PROGRESS Third Quarter, FY 2006		COMMENTS
				<p>for the Quarterly Hiring Timeline Table via emails and meetings.</p> <ul style="list-style-type: none"> • Included the task "Enter 45-day hiring model data into STM" in HR specialists individual performance plans so they are held accountable for results. • Created a committee to develop an implementation plan for reducing the hiring timeline. • Revised and streamlined vacancy announcement by creating a standard vacancy template. • Incorporated the 45-day hiring model metrics into our MOUs with the ITA OHRM serviced bureaus. <p>Accountability system and reviews (Tab 8)</p> <ul style="list-style-type: none"> • Assessed HR Specialists during Performance Mid-Term Progress Reviews regarding the task "Enter 45-Day hiring model data into STM". HR Specialists are held accountable for results. • Conducted an OHRM Customer Service Workshop. • ITA OHRM in the process of completing an intensive complete review of all OPFs. This review is targeted for completion by the end of Q3 FY 07. • Created draft recruitment survey for hiring managers and new hires. • Created an Employee Performance File (EPF) Standard Operating Procedure and an Audit process procedure for EPFs. • Continuously update the Status Binder that documents work completed towards achievement of "8 Standards for Success"; Status Binder in DMAIC format (Define, Measure; Analyze; Implement; Control), which will enable us to easily track and achieve our goals. • Communicated importance of documenting results to al OHRM leadership. • Drafted an Accountability Audit Procedure for use by all of OHRM. • Implemented the Department's Performance Management Tracking System (PMTS) and designed and created an eForm for tracking results. • Further development of performance metrics. Seven of the eleven metrics have been developed. Entered data into PB Views for all 7 of its current performance metrics for Q2 FY 06. • Took appropriate action to address and respond to the results from the Fall 2005 OPM Audit (reply to OPM found in Tab 8 in the progress binder). 	

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CURRENT STATUS (As of June 1, 2006)		PROGRESS Third Quarter, FY 2006		COMMENTS																																				
			<table><tr><th>#</th><th>Metric</th><th>Completed vs. Under Development</th></tr><tr><td>1</td><td>Human capital management survey score</td><td>Completed</td></tr><tr><td>2</td><td>Average hiring cycle time</td><td>Completed</td></tr><tr><td>3</td><td>Average number of days between the receipt of a 52 and actual posting of a vacancy</td><td>Completed</td></tr><tr><td>4</td><td>Average number of days from vacancy announcement close to issuing certificate to Manager</td><td>Completed</td></tr><tr><td>5</td><td>Percent of training linked to ITA's goals</td><td>Completed</td></tr><tr><td>6</td><td>Percent of turnover by program unit</td><td>Completed</td></tr><tr><td>7</td><td>Diversity percentages by program unit and grade levels</td><td>Completed</td></tr><tr><td>8</td><td>Employee satisfaction with ITA's training programs</td><td>Under Development</td></tr><tr><td>9</td><td>Manager and employee satisfaction with ITA's recruitment and hiring processes</td><td>Under Development</td></tr><tr><td>10</td><td>% of retention actions taken as a result of exit interviews</td><td>Under Development</td></tr><tr><td>11</td><td>Percent of employees who complete annual Individual Performance Plan (IDP) requirements</td><td>Under Development</td></tr></table>	#	Metric	Completed vs. Under Development	1	Human capital management survey score	Completed	2	Average hiring cycle time	Completed	3	Average number of days between the receipt of a 52 and actual posting of a vacancy	Completed	4	Average number of days from vacancy announcement close to issuing certificate to Manager	Completed	5	Percent of training linked to ITA's goals	Completed	6	Percent of turnover by program unit	Completed	7	Diversity percentages by program unit and grade levels	Completed	8	Employee satisfaction with ITA's training programs	Under Development	9	Manager and employee satisfaction with ITA's recruitment and hiring processes	Under Development	10	% of retention actions taken as a result of exit interviews	Under Development	11	Percent of employees who complete annual Individual Performance Plan (IDP) requirements	Under Development	
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			<p>Planned actions for next quarter: Comprehensive human capital plan</p> <p>Organizational structures</p> <p><i>Will continue to communicate Supervisory Ratio checklist procedure to HR Specialists.</i></p> <p>Succession strategies</p> <ul style="list-style-type: none">• Will attend Career Fair at Florida International University• Will draft a succession strategy plan to ensure future leadership competencies gaps are identified, and there is a leadership candidate pool and recruitment pool from which to choose that has the required leadership																																					

President's Management Agenda INTERNATIONAL TRADE ADMINISTRATION

CURRENT STATUS (As of June 1, 2006)		PROGRESS Third Quarter, FY 2006	COMMENTS
		<p><i>competencies necessary to fill these gaps.</i></p> <p>Performance appraisal plans adhere to merit system principles, etc.</p> <ul style="list-style-type: none"> • <i>Will implement monthly performance management workshops for new hires to train them on the 5-level performance system.</i> • <i>Will conduct a random audit of Employee Performance Files (EPF) utilizing the newly implemented EPF SOP and Audit Process procedure.</i> <p>Under representation</p> <ul style="list-style-type: none"> • <i>Will attend Career Fair at Florida International University</i> • <i>Will attend the LULAC conference.</i> • <i>DOL employee will brief hiring managers on benefits of hiring veterans.</i> • <i>Will continue to send vacancy announcements to Historically Black Colleges and Universities (HBCUs) and Hispanic institutions.</i> • <i>Will continue to gather and enter diversity data for 3rd Q 06.</i> • <i>Will continue to analyze and monitor diversity data by Program Unit (results available on Diversity website).</i> <p>Skill gaps</p> <ul style="list-style-type: none"> • <i>Will continue to refine competency models as necessary.</i> • <i>Will implement Individual Development Plan (IDP) eTraining for employees utilizing the Learning Management System (LMS) and develop an action plan for the implementation of individual development plans throughout ITA by September 30, 2006.</i> • <i>Will continue to conduct Training Needs Analysis.</i> • <i>Will promote the use of LMS by sending ITA-wide emails with links to the LMS.</i> <p>Hiring timelines reduced</p> <ul style="list-style-type: none"> • <i>Will enter data into PBViews for all 6 of the program units.</i> • <i>Will communicate results to team leads.</i> • <i>Will assess the level of improvement to the hiring process utilizing STM data.</i> <ul style="list-style-type: none"> • <i>Will continue to communicate the importance of entering data into STM.</i> • <i>Will develop an implementation plan for reducing the hiring timeline.</i> • <i>Will continue to streamline the recruitment process.</i> 	

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CURRENT STATUS (As of June 1, 2006)		PROGRESS Third Quarter, FY 2006		COMMENTS
			<div>Accountability system and reviews</div> <div><div><div><div>8</div><div>Employee satisfaction with ITA's training programs</div><div>Under Development</div></div><div><div>9</div><div>Manager and employee satisfaction with ITA's recruitment and hiring processes</div><div>Under Development</div></div><div><div>10</div><div>% of retention actions taken as a result of exit interviews</div><div>Under Development</div></div><div><div>11</div><div>Percent of employees who complete annual Individual Performance Plan (IDP) requirements</div><div>Under Development</div></div></div><div><div><div><div></div><div>The remaining four metrics and measurement systems will be defined and implemented by September 30, 2006.</div></div></div><div><div><div></div><div>Will continue to gather and report PB Views metrics.</div></div><div><div></div><div>Will complete and implement the recruitment survey for hiring managers and new hires.</div></div><div><div></div><div>Will finish development of ITA-OHRM Accountability System.</div></div></div></div></div>	

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President's Management Agenda INTERNATIONAL TRADE ADMINISTRATION

INSTRUCTIONS FOR COMPLETING THE SCORECARD FORMAT

ACCOUNTABILITY/CONTACT INFORMATION

List the following for the initiative:

- name and title of the agency's lead
- name of the OMB Resource Management Office (RMO) examiner
- name of the initiative owner's staff lead

CURRENT STATUS COLUMN

Indicate the status rating (green, yellow, or red) for the quarter. To earn a yellow or green status rating, an agency must have achieved all the yellow or green Standards for Success. (See <http://www.results.gov/agenda/standards.pdf>)

If the status rating changed from the previous quarter, the rating should be followed by an up or down arrow, as appropriate. If the rating improved from red to green or deteriorated from green to red, use two arrows. Indicate the projected date (quarter and year) of the next status improvement. If the agency has already achieved green status for the initiative, the note can be deleted.

Example: Next ↑

est. by
FY 2006
Q4

The current status column has been standardized to present a check list for the Standards for Success. All standards are preceded by an underscored space (__) where you should indicate (with a check or X) if the standard has been achieved. The presentation of the standards varies somewhat by initiative. Usually yellow and green standards are grouped under a topic area with the yellow standard listed first. When necessary a (Y), (G), or (G+) follows the standard to indicate whether it is a yellow, green, or maintaining green standard.

An agency must meet all the specifications of the standards to receive a check mark. (See <http://www.results.gov/agenda/standards.pdf> for the full description of the standard.) Due to space constraints, short hand descriptions have been used to identify the standards in the quarterly scorecards.

Space is provided to indicate the date that the standard was originally achieved or is expected to be achieved.

- Enter a date in each space indicated.
- Present the date as the month or quarter and the year.
- If the standard has been achieved, enter the date when it was first achieved. For instance, if an agency received its first clean audit opinion for its FY 2000 financial statements (and has received clean opinions each year since then) the date would be 3/2001, not the date corresponding to the most recent audit.
- It is understood that future dates are approximate and that estimates may change each quarter.
- In cases where a standard was achieved long ago, either an estimate or a less than symbol (<) with the word date should be entered in the space.
- If an estimate cannot be provided due to significant uncertainty, enter TBD in the space provided for the date.

Use bold to highlight any standard that was achieved in the past quarter

PROGRESS COLUMN

Indicate the progress rating (green, yellow, or red) for the quarter based on the definitions listed below:

Definitions of Progress Evaluation

GREEN: Implementation is proceeding according to plans agreed upon with the agencies.

YELLOW: Slippage in implementation schedule, quality of deliverables, or other issues requiring adjustments by agency in order to achieve initiative on a timely basis.

RED: Initiative in serious jeopardy. Unlikely to realize objectives without significant management intervention

President's Management Agenda INTERNATIONAL TRADE ADMINISTRATION

If the progress rating changed from the previous quarter, the rating should be followed by an up or down arrow, as appropriate. If the rating improved from red to green or deteriorated from green to red, two arrows should be used.

List key actions completed in the past quarter and key actions planned for the following quarter. Significant actions, either completed or planned, should be highlighted using bold typeface.

COMMENTS COLUMN

Provide additional information as necessary to enhance the presentation.

OVERALL

The quarterly scorecards should not exceed one page per initiative.

Do not delete or modify any of the standards listed in the status column.